

Pittsfield Village Condominium Association Maintenance and Modification Committee

MODIFICATION REQUEST FORM (page 1 of 2)

Please return at least 3 business days prior to the Modification/ Maintenance meeting

To be filled out by owner

Current Date: _____

Date of the next committee meeting when this request will be considered
(the first Tuesday of the month): _____

Name: _____

Signature: _____

Address: _____

Home Phone: _____

Work Phone: _____

E-mail Address: _____

Requested Modification: _____

(continue on back if necessary)

LICENSED Contractor:

Other _____

Self

Deadline for completion:

Owner has received specifications and has read and agrees to the owner agreement stated on page two of the request form: _____ **Date:** _____

To be filled out by the Architecture/Maintenance committee

- Approved
- Approved as noted
- Copy of a City of Ann Arbor building permit is required before any work can proceed.
- Cautiously approved, work must be performed with the guidance of the Property Manager.
- Please modify application as noted and resubmit.
- Not approved by Maintenance & Modification Committee (may be appealed to the Board).

Comments: _____

MODIFICATION REQUEST FORM continued
(page 2 of 2)

Requested Modification (continued from front): _____

_____ (continue on a separate sheet of paper if necessary)

General Criteria used by the Modification/Maintenance committee to review requested modifications:

Does the requested modification appear to:

- 1) Use the same kind of doors, windows, building materials, colors, and general architectural styles that are already in use in Pittsfield Village?
- 2) Not add additional maintenance burden to the association?
- 3) Conform to good construction practices?
- 4) Follow the rules of the association and the city, county and state laws?

Important Agreement

**If the requested modifications are approved,
the following agreement shall be understood:**

- 1) The co-owner agrees that they are entirely responsible for all upkeep and maintenance of the modifications. Further, this responsibility will be passed on to any future co-owner living in this particular unit. The new owner will be made aware of this condition in writing by the current owner prior to the sale of the unit. Failure to notify the new owner will not in any way release the new owner of the responsibility of the upkeep and maintenance for the modifications.
- 2) All contractors working on the site other than the owner will be able to furnish a workman's compensation certificate to the Cooperative prior to work beginning.
- 3) All applicable permits and approvals from all governmental bodies will be obtained by the owner